[Eladgham-394256@2freemail.com](mailto:Eladgham-394256@2freemail.com)

ELADGHAM

“A 10 + yrs. Of total experience multi-skilled professional with all-around management, advisory and administrative skills. Experienced in providing advice to both managers and employees making sure both interests are best represented. Extensive knowledge of work practices to bring excellence to the workplace. Now targeting a challenging position with an ambitious organization.



* POST GRADUATED CERTIFICATE\ Bachelor of Computer Science.
* CAREER ACHIEVEMENTS BREIFE\
  + Social Media Specialist\ May 2017 – Present.
  + Human Resources Manager \ School\ May 2014 – May 2016.
  + CEO Executive Assistant\ Hospital\ Jan.2010 – Jan. 2014.
  + CEO Office Manager\ German Hospital\ Jan. 2009 – Oct. 2009.
  + G.M Executive Assistant\ Airlines\ July 2007 – July 2008.
  + CEO Executive Assistant\ Private Hospital\ Sep. 2006 – June 2007.
* CURRENT CAREER ACHIEVEMENTS DETAILS\
  + Social Media Specialist\ May 2017 – Present.
* AREAS OF RESPONSIBILITIES\
  + Work with clients to create and develop the Social Media strategy.
  + Managing paid Ads on all social media platforms.
  + Prepare, create and develop the Social Media action plan.
  + Create engaging and professional visuals that reflect clients and their brands.
  + Develops engaging creative and innovative content for regularly scheduled posts, which enlighten audiences and promote brand-focused messages.
  + Analyze and report social media actions on a monthly basis for successes and new opportunities.
  + Work with teams to create a solid branding message.
  + Managing and oversees all company social media platforms accounts.
  + Coordinates social media messaging with advertising departments, brand managers, and quarterly or seasonal company goals.
  + Works with other departments to develop social media timelines coinciding with new product releases, ad campaigns, or other brand messages.
  + Monitors and develops reports on competitor activity within social media spaces.
* SKILLS\
  + Being able to navigate the online sphere of promoting the brand while engaging with customers.
  + Converting an observer into a customer by patiently answering questions.
  + Having an eye for creativity, able to distinguish between a great and poor design.
  + Goal-oriented to accomplish all the tasks timely bases.
  + Being adaptive, willing to try out new features and change up posts to fit with what’s being discussed in the timeline.
  + Know how to Copywriting that can grab audience’s attention.

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* + Being strategic in posting includes noting the best times to post, balancing marketing campaigns and keeping an eye on what everyone else is talking about.
  + Decision-making.
  + Content marketing.
  + Stay current with social media trends and tools.
  + Understand the big picture, how search, content and social media all works together.
  + Able to outline goals, define target audience and know what platforms will help scale the efforts.
  + Public Relations and attention to detail.
  + Using graphic design applications.
  + Video editing.
* PREVIOUS CAREER ACHIEVEMENTS DETAILS\

➢ Human Resources Manager\ School\ May 2014 – May 2016.

* AREAS OF EXPERTISE\
* Managing talent and taking overall responsibility for recruitment activity
* Identify staff vacancies and recruit, interview and select applicants
* Arrange for interviews
* Managing job descriptions

Performance Management & Training:

* Reward, advise and support employees on company benefits and allowances
* Identifying training needs in coordination with Lines Managers/Department Heads
* Implementing the training and development agenda, identify areas that need attention and improvement
* Manage training and development for all staff, based on agreed needs arising from the annual appraisal outputs

Employee Relations:

* Ensure all company policies and procedures are up to date in line with current employment law
* Managing absence, disciplinary, grievances, sickness, etc.
* Measure employee satisfaction and identify areas that requires improvement

Learning & Development:

* Providing guidance on development for managers and their teams
* Works in an advisory/ HR partnership role, identifying and resolving main departmental issues
* Ensure line managers are up to date with changes to any policies

Internal & External Activities:

* Assist in Planning, developing and implementing strategy for HR management and development
* Managing HR Budget
* Develop effective working relationships with HR customers and users and with internal and external suppliers
* Plan, manage and coordinate work activities of subordinates and staff relating to employment, compensation, labor and employee relations

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HR service delivery:

* + Maintaining & Updating Employee records, and reporting
  + Providing regular reports on the delivery of HR services, including accurate data to the payroll group in Finance Department
  + Implementation of Insurances (Health & Life) for Directors, Officers & employees
  + Coordinating with Trips for making travel arrangements where necessary
  + Implement and monitor the day-to-day activities related to policies such as, Employee Bank Relationship, Employee Letters
  + Coordinate the on-boarding process for new joiners
  + Verify Expenses and match it with requests submitted by employees, payment preparation and processing
  + Review and process allowances encashment requests submitted by employees, in line with HR policy
* SKILLS\
  + General knowledge of employment laws and practices.
  + Excellent computer skills in a Microsoft Windows environment.
  + Database management and record keeping.
  + Excellent interpersonal and coaching skills.
  + Practice of a high level of confidentiality.
  + Ability to deal effectively with sensitive personnel problems.
  + Self-motivated with a positive and professional approach to management.
  + Well organized and flexible-able to deal with a variety of issues at the same time, able to set priorities and work to deadlines.
  + People oriented and results driven.
  + Demonstrable experience with human resources metrics.
  + Knowledge of HR systems and databases.
  + Excellent active listening, negotiation and presentation skills.
  + Bilingual in English and Arabic, have excellent communication skill.
* PROFESSIONAL CAREER DEVELOPMENT CERTIFICATES\
  + Master Strategies for Social Media Marketing.
  + Social Media Campaigns.
  + Digital Marketing Fundamentals, Google Certified.
  + Content Marketing.
  + Strategic Human Resources Management.
  + Human Resources Management.
  + Microsoft Certified Professional.
  + Office Automation.
  + Professional Diploma in Networking.
* PROFESSIONAL TRAINING WORKSHOPS\
  + Logical and Critical Thinking.
  + Managing People: Engaging your Workforce.
  + Keeping the Right People.
  + Advanced HR Management Skills.
  + Supervisory Skills.

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* MEMBERSHIPS\
  + SHRM, MCP.
* LANGUAGES\

Arabic, English: excellent “speaking, reading and writing”.

* PERSONAL INFORMATIONS

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|  |
|  | Marital Status: | Married |  |
|  | Children: | Yes |  |
|  | Driving license: | Yes |  |

I will appreciate a time to discuss my career achievements, experiences and skills. THANK YOU

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